

Applicant Processing Steps for Appointment as Police Cadet

(General Information Only)

1. The Written Examination is administered by the Human Resources Department, Employee Services Division, usually at the Convention Center. The result of this test develops the eligibility list from which all applicants are hired into the Police Academy as Police Cadets. This test measures twelve (12) types of judgements which evaluates the applicants reading comprehension skills. A score of 70% or higher is required in order to continue on to the next step of the process.
2. Following the examination, the applicants who pass the exam are asked to stand-by in order to schedule the top scoring applicants for Fitness Evaluations. This evaluation will occur in about two (2) weeks.
3. On the day of a Fitness Evaluation, and prior to participating in the fitness evaluation, the applicant is given a Preliminary Questionnaire to determine if applicant meets the minimum qualifications as set fourth by the Civil Service Commission. (Please see the included form titled San Antonio Police Department Applicant Physical Fitness Testing). Applicants who successfully pass the Fitness Evaluation are given a Personnel History Statement (Application of Employment) and a due date to return this statement. Applicants who fail the evaluation are given a second opportunity two (2) weeks later (as per Civil Service Commission rules) in which to re-test. If the applicant passes on the second attempt, they are given the Personal History Statement. If they fail on their second attempt, the applicant is deemed unsuitable and eligible to reapply at a later date.
4. Applicant files are assigned in a timely manner to Applicant Processing investigators for background investigation. Using the information from the Preliminary Questionnaire and the Personal History Statement, an investigation is conducted into the applicants general personal reputation, education level, military history, driving record, arrest record, drug usage history, and employment history since the age of 17. The investigation then moves into residences since 17 years of age, personal references, marital and family history, arrests, detention and litigation, traffic record, education history, financial history, military obligations, special qualifications and skills, membership in organizations, and personal declarations. All the information on the documents given by the applicant is verified by the background investigation. The investigator will also follow-up on all information derived from this investigation. Also, any willful misrepresentations, omissions, or falsifications in these documents are grounds for disqualification.
5. The Applicant Processing Coordinator schedules suitable applicants for the Assessment Board Interview. In this interview job related hypothetical situations and scenarios are presented to the applicant by three (3) experienced San Antonio Police Officers. The applicant is rated on characteristics such as decision making, ability to control anger, stress management, self confidence, openness and honesty, independence, flexibility, personal security, and understanding of others. The board of three (3) officers has the authority to pass or fail the applicant as a result of the interview.
6. Applicants who pass the Assessment Board will have their file reviewed by the Applicant Processing Sergeant, and forwarded to the Police Academy Lieutenant for a "Conditional Offer of Employment" letter. The Police Academy Captain is the department's executive who grants the "Conditional Offer of Employment".
7. Applicants are then scheduled for a Medical Physical Examination, a Polygraph Examination by a licensed Polygraph Examiner, and a Psychological Evaluation by a licensed Psychologist.
8. Once the applicant has passed each of these steps, the Chief of Police review's each applicant's file, to affirm or decline, before being sent to the City Manager for final review and appointment to a cadet class.
9. The applicant will be contacted by their background investigator notifying them of their appointment to a cadet class. Applicants are also formally notified in writing by the Human Resources Department.